

DEPARTMENT OF THE NAVY
Office of the Judge Advocate General
Naval Legal Service Command
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JAG/COMNAVLEGSVCCOMINST 5530.1
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11 June 1990

JAG/COMNAVLEGSVCCOM INSTRUCTION 5530.1

Subj: PHYSICAL SECURITY AND LOSS PREVENTION

Ref: (a) OPNAVINST 5530.14B
(b) Hoffman II Occupant Emergency Plan (NOTAL)

Encl: (1) Physical Security and Loss Prevention Guide

1. Purpose. To implement reference (a), and to adopt reference (b) for those divisions of the Office of the Judge Advocate General (OJAG) and Headquarters, Naval Legal Service Command (COMNAVLEGSVCCOM) located in the Hoffman Building II, and to provide guidance and set forth uniform standards for the protection of personnel and property in activities subordinate to the Judge Advocate General and the Commander, Naval Legal Service Command.

2. Scope. Enclosure (1) addresses physical security and loss prevention responsibilities, physical security measures, and minimum criteria for physical security. It does not address policy and procedures for the control and protection of classified material or information security.

3. Discussion. Reference (a) is the Department of the Navy Physical Security and Loss Prevention Manual. An up-to-date and comprehensive physical security and loss prevention program must be established and maintained by all activities for the safeguarding of individuals and the protection of assets.

4. Responsibilities. Physical security is the immediate, legal, and moral responsibility of all naval military and civilian personnel.

a. Commanding officers and officers in charge are responsible for physical security and loss prevention within their activities.

b. The OJAG Security Officer is responsible for implementing a physical security and loss prevention program within OJAG and COMNAVLEGSVCCOM and for overseeing implementation

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of and compliance with reference (a) and this instruction by all subordinate activities.

5. Applicability. This instruction applies to all assigned personnel and to all subordinate activities.

6. Action

a. Commanding officers and officers in charge shall establish and maintain a physical security and loss prevention program for their activities in compliance with reference (a) and this instruction.

b. Activities shall forward copies of their implementing instructions to the OJAG Security Officer.

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OFFICE OF THE JUDGE ADVOCATE GENERAL
COMMANDER, NAVAL LEGAL SERVICE COMMAND
PHYSICAL SECURITY
AND
LOSS PREVENTION
GUIDE

Enclosure (1)

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PART 1: GENERAL

1-1. Physical Security and Loss Prevention Program

The Physical Security and Loss Prevention Program is part of the overall security program at an activity. Physical security and loss prevention measures include instructions, procedures, plans, policies, agreements, systems, and resources committed to safeguard personnel, protect property, and prevent losses.

1-2. The Security Officer

Commanding officers and officers in charge shall appoint a security officer in writing in accordance with paragraph 0110 of reference (a). The appointing letter shall require the security officer to be knowledgeable of the duties set forth in paragraph 0111 of reference (a).

1-3. Physical Security Review Committee

Commanding officers and officers in charge shall designate in writing a Physical Security Review Committee in accordance with paragraph 0114 of reference (a).

1-4. Area Coordination

Area Coordinators exercise physical security coordination within their geographical area of responsibility as set forth in OPNAVINST 5400.24 series.

1-5. Host-Tenant Support Agreements

Commanding officers and officers in charge are responsible for physical security and liaison functions not specifically assumed by the host activity security officer in a formal host-tenant support agreement. Commanding officers and officers in charge shall ensure that the provisions of these agreements meet their activity's requirements. Host-tenant support agreements shall be specific as to what physical security functions are to be accomplished, by whom, when, and how often. They shall be reviewed annually and revised as required. Copies shall be forwarded to the OJAG Security Officer.

1-6. Upgrade requirements/waivers/exceptions

Requests for waivers of physical security standards will include a full explanation of the problem and describe what compensatory measures are available. Requests for exceptions will be routed to CNO (OP-09N) via JAG/COMNAVLEGSVCCOM in accordance with paragraph 0116 of

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reference (a).

1-7. New construction

Projects for new construction incorporating physical security features, as well as physical security enhancement modifications to existing facilities, will be reviewed during the planning and design process by the security officer or other technically qualified personnel.

PART 2: SECURITY PLANNING

2-1. Security Plans

Each activity shall develop and publish a physical security plan and loss prevention plan in accordance with paragraphs 0200 and 0201 of reference (a). These plans should be designed for easy use and must clearly delineate how the command conducts day-to-day security and how it responds to incidents. The Physical Security Review Committee (PSRC) shall review draft physical security and loss prevention plans, or recommend changes thereto, prior to submission to the activity head.

2-2. Coordination

Tenant activities shall comply with host activity physical security requirements and maintain plans in support of the host activity's physical security plan. These plans shall be coordinated with the host activity security officer.

2-3. Crisis situations

Physical security plans shall include measures for dealing with crisis situations in accordance with paragraph 0207 of reference (a). These measures must be designed to protect government assets, provide emergency services for containment of an incident, and restore the activity to normal operation.

2-4. Physical security surveys

Activity security officers are responsible for ensuring that Physical Security Surveys are conducted annually in accordance with paragraph 0213 of reference (a). Additionally, a physical security survey review shall be accomplished upon relief of the security officer. These surveys are designed to show the activity head what security measures are in effect, what areas are in need of improvement, and provide a basis for determining priorities for funding/work accomplishment. Survey results shall be made available to the activity PSRC and shall be retained by the activity security officers until the next command inspection. Appendix VIII of reference (a) shall be used as a guide.

PART 3: SECURITY AND LOSS PREVENTION MEASURES

3-1. General

Security and loss prevention measures are actions taken to maintain an adequate physical security and loss prevention posture within an activity.

3-2. Corrective security measures

These measures deal with breaches of security. Breaches of security, whether willful or negligent, shall be dealt with in a positive and uncompromising manner under the Uniform Code of Military Justice, Federal Personnel Manual, and other applicable directives. Prompt and positive command action is required to identify and apprehend security violators. Investigation, analysis, and reporting of losses shall be expeditiously accomplished, and disciplinary action, administrative personnel action, or criminal prosecution, as appropriate, shall be initiated and completed without delay.

3-3. Loss prevention

A vigorous loss prevention program shall be instituted at all activities in accordance with chapter 3 of reference (a). Losses can be minimized by a comprehensive program of loss detection and analysis, investigation of losses, employee loss prevention education, and the firm use of civil, administrative, or criminal sanctions where applicable.

3-4. Loss reporting

Missing, lost, stolen or recovered (M-L-S-R) property shall be reported to the security officer. Even when the missing or stolen item is recovered, a report should be made to aid in loss analysis and inventory control. Activity security officers shall conduct loss analyses in accordance with paragraph 0303(a) of reference (a). They also shall ensure that MLSR reports are submitted in accordance with paragraph 0304 of reference (a), with copies forwarded to the OJAG Security Officer, and that the Naval Investigative Service is notified if appropriate.

3-5. Security areas

All areas under the control of an activity head shall be assigned security area designations, and restricted areas will be posted in accordance with paragraphs 0306 and 0307 of reference (a).

3-6. Key security and lock control

A strict key and lock control program shall be established and supervised by the security officer in accordance with paragraph 0308 of reference (a).

3-7. Security checks

As required, after-hours security checks shall be conducted by appropriate personnel. Violations or deficiencies will be reported in accordance with paragraph 0311 of reference (a).

3-8. Typewriters, computers, calculators, video and television equipment, etc.

High value or sensitive items shall be stored in securable rooms and/or anchored with commercially-available anchor pads.

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PART 4: THE SECURITY FORCE

4-1. General

Security officers are responsible for overseeing the effectiveness of their activity's security, including ascertaining under what circumstances and conditions a security force should be deployed. Activity security officers shall ensure that security requirements are met by host activity security forces pursuant to a host-tenant agreement. See section 1-5.

PART 5: PERSONNEL AND VEHICLE MOVEMENT CONTROL

5-1. General

An identification system of passes and badges to control the movement of personnel and motor vehicles entering and leaving, as well as within, a host activity is often required. Tenant activity security officers shall ensure compliance with such systems by activity personnel.

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PART 6: SECURITY EDUCATION AND TRAINING

6-1. General

A physical security and loss prevention indoctrination briefing shall be given to all newly-assigned personnel, regardless of position. This indoctrination briefing shall cover all aspects of the activity's physical security plan, crime and loss prevention, pass system, security hours, badge systems, vehicle control, and other local security measures, including individual responsibility. A written record of the indoctrination briefing, signed by the individual, shall be maintained.

APPENDIX I

OJAG/CNLSC PHYSICAL SECURITY REVIEW COMMITTEE

A. A Physical Security Review Committee (PSRC) is established to advise and assist the JAG and CNLSC in the implementation of physical security and loss prevention programs. The PSRC is composed of the following members or their designated representatives:

Chairperson - PDAJAG (Operations and Mgmt) / Mgmt Control
Officer
Physical Security Officer
Comptroller
Security Manager
ADP Security Officer
Facilities Manager/Supply Officer
Assistant for Administration.

B. The PSRC shall:

1. Meet at least quarterly and at the call of the chairperson in accordance with paragraph 0114 of reference (a);

2. Assist in determining requirements for and evaluating security afforded to headquarters spaces;

3. Advise on establishment of security areas within the headquarters;

4. Review reports of significant losses and breaches of security, and based on analysis of such instances, recommend improvements to the physical security and loss prevention programs; and

5. Approve the physical security plan and loss prevention plan, or recommend changes thereto, prior to submission to JAG or CNLSC.

C. Minutes of each PSRC meeting shall be prepared and retained until completion of the next command inspection.

D. All requests for headquarters space modification to restricted areas shall be reviewed by the PSRC to ensure that headquarters physical security standards have been considered for conformity with reference (a).

APPENDIX II

OJAG/CNLSC PHYSICAL SECURITY CONTINGENCY PLANS

A. BOMBS/BOMB THREATS

1. The following cautionary measures shall be observed in order to reduce the opportunity for introduction of bombs:

a. All personnel shall watch for suspicious or unexplained packages, envelopes, materials, etc. in office, storage, and passageway areas;

b. All personnel shall be alert for unexpected packages/envelopes that arrive without proper or familiar markings.

2. If a telephonic bomb threat is received, the person receiving the call shall:

a. Using Appendix III as a guide, obtain as much information as possible and, specifically, try to record the exact words of the caller;

b. During normal working hours, immediately notify the Federal Protective Service Command Center (472-1111) and OJAG Security Officer (325-8312). After normal working hours, notify the Federal Protective Service Command Center (472-1111) and the OPNAV Command Center (695-0231) who in turn should be requested to notify the OJAG Duty Officer at Hoffman II. Also notify DoD Building Manager (325-1694) and the guard force at Hoffman II (325-9463).

3. The safety of personnel is the highest priority in any bomb threat situation. Evacuation of work spaces shall commence immediately upon hearing the fire alarm on any floor occupied by OJAG. However, PRIOR TO EVACUATION, ALL CLASSIFIED MATERIAL SHALL BE SECURED IN APPROVED SECURITY CONTAINERS.

4. In searching for a bomb, extreme caution shall be exercised. Area monitors (designated in reference (b)) shall instruct personnel to search their respective work areas. LOOK ONLY, DO NOT TOUCH OR MOVE ANYTHING SUSPICIOUS. If a suspected bomb is found, IMMEDIATELY notify area monitors and evacuate the area. Area monitors shall report status to the floor monitor.

B. FIRES

Upon discovering a fire, IMMEDIATELY sound the local fire alarm (red metallic box located on passageway walls). If the fire is minor (e.g., waste basket fire), attempt to extinguish it utilizing the fire extinguisher located on passageway walls. If the fire is major, personnel should immediately evacuate floors occupied by OJAG in accordance with reference (b).

C. EXPLOSIONS

If an explosion occurs within the building, immediately evacuate the affected space(s). Attempt to aid and evacuate injured personnel. Immediately sound the local fire alarm (red metallic box located on passageway walls). If an explosion is accompanied by fire, personnel will respond in accordance with reference (b). Floor and area monitors shall coordinate area and floor evacuation and first aid/rescue efforts.

D. CIVIL DISTURBANCES

In situations involving civil disturbances, all personnel are to avoid interaction with demonstrators. Personnel shall visibly display their DoD building pass to facilitate easy identification and quick entry of personnel into the building. If demonstrators gain access to headquarters spaces, the OJAG Security Officer (325-8312), OJAG Security Manager (325-9536), DoD Building Manager (325-1694) and the Hoffman Building Security Force (325-9463) shall be immediately notified.

E. HOSTAGE SITUATIONS

In facing a hostage situation, remain calm and do not force a confrontation. Personnel becoming aware of a hostage situation shall immediately evacuate the area and report the incident to the Federal Protective Service Command Center (472-1111) and OJAG Security Officer (325-8312). Personnel who come into contact with the hostage-takers should note as much information about them as possible (i.e. number, dress, types of weapons, physical location of perpetrators/hostages, physical characteristics, etc.) for use by security personnel.

F. SABOTAGE

All incidents of sabotage shall be immediately reported to the OJAG Security Officer (325-8312).

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APPENDIX III

THREATENING PHONE CALL FORM

DATE OF CALL: _____ TELEPHONE NO: _____
TIME CALL RECEIVED: _____ TIME CALLER HUNG UP: _____
EXACT WORDS OF PERSON PLACING CALL: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why was the bomb placed? _____
6. Who are you? _____
7. Where are you? _____

DESCRIPTION OF CALLER'S VOICE

MALE: _____ FEMALE: _____ YOUNG: _____ MIDDLE AGE: _____ OLD: _____
TONE OF VOICE: _____
ACCENT: _____
IS VOICE FAMILIAR? _____? IF SO, WHOM DID IT SOUND LIKE? _____
BACKGROUND NOISE: _____

PERSON RECEIVING (MONITORING) CALL: (FULL NAME, GRADE/RANK, AND
ACTIVITY): _____
TELEPHONE NO. (OFFICE OR DEPARTMENT): _____

APPENDIX IV

OJAG/CNLSC LOSS PREVENTION PLAN

A. Security Checks

1. Any violations or concerns regarding security shall be reported to the OJAG Security Officer for consideration and corrective action.
2. After-hours security checks, other than those done by the OJAG Duty Officer or Petty Officer of the Watch, shall be accomplished by the Hoffman Security Guard Force.

B. Loss Prevention

1. Each new employee shall be given an indoctrination briefing covering procedures for preventing property losses as well as their responsibility for the use and protection of government property under their control/custody. A refresher briefing shall be given annually to all employees. The OJAG security officer shall keep a written record, signed by the individual, of these briefings.
2. Personnel shall be held accountable for property issued to them. Where loss/theft is due to negligence or non-compliance with procedures, recoupment action shall be initiated to recover the value of the loss. Recoupment action is independent of any formal disciplinary action arising from the same incident.
3. Persons becoming aware of theft or attempted theft shall immediately contact the Hoffman Building Security Force (325-9463) and the OJAG Security Officer and file a written incident report with the OJAG Security Officer.
4. The OJAG Security Officer is the focal point for preparation and submission of the report for any loss or theft incident requiring a MLSR government property report. Loss analyses shall be conducted in accordance with paragraph 0303(a) of reference (a).
5. Property passes shall be obtained by personnel whenever government property or personal property is removed from the Hoffman Building. Commonly-used personal items such as brief cases, purses, athletic equipment, etc. are not included in this requirement.